

Running effective meetings

Too many businesses have too many meetings that don't get results.

The solution is to have *better meetings*.

**THE
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Here's how:

State the meeting's purpose

There are three main types of meetings; for the best results, let people know ahead of time whether you'll be:

- Planning
- Problem solving
- Information sharing



Have a structure

Having a 'roadmap' will help your meeting get where it needs to go; your plan should include:

- Agenda and timing
- Who's running it
- Plan for including remote attendees, or sharing afterwards
- Who's taking notes and recording decisions



Invite the right people

Invite people to your meeting who:

- Are directly involved
- Are decision-makers
- Have important knowledge



Be inclusive

If people can't attend in person:

- Arrange a video link (e.g. Zoom or MS Teams) or phone dial-in
- Share notes with anyone who wasn't there
- Get their feedback before the next meeting



Stay on time

Everybody hates meetings that drag on, so:

- Allow enough time
- Use your agenda to cover everything
- Schedule another meeting if your meeting goes over



Have clear rules

To get the best contribution from everyone:

- Phones off (and no checking email)
- Don't interrupt others
- Make sure everyone has a say



Agree on outcomes

Before everyone leaves:

- Assign tasks
- Share information with relevant people
- Schedule next meeting



Follow up

Before the next meeting:

- Check in on tasks before they're due
- Reassign tasks if needed
- Check people's schedules before organising



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